



**Department of Administrative  
Services**

**State Purchasing**

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# **Using the Georgia Procurement Registry for Agency Contracts**



**July 2005**



**Department of Administrative Services**  
**State Purchasing**

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**Using the Georgia  
Procurement Registry for  
Agency Contracts**



# Preface

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In July of 2005, the Department of Administrative Services added an Agency Contract Index (ACI) function to the Georgia Procurement Registry (GPR) to make it easier for state agencies to manage Agency Contracts. The new feature is on the GPR Bid Posting System Menu under the category of Government Unit Information and identified as the “Agency Contract Menu” link (**Security Level 6 Only**).

Other security levels for administering and managing Agency Contracts are listed in the following table:

Security Level	Responsibilities
1, 2 and 6	<ul style="list-style-type: none"><li>• Post a Bid</li><li>• Post a Bid as an Agency Contract</li><li>• Make an Award</li><li>• </li></ul>
6	<p><u>Agency Contract Maintenance Menu</u></p> <ul style="list-style-type: none"><li>• Add Contract Information - without a Bid Notice<ul style="list-style-type: none"><li>➤ Manually place Agency contract in GPR</li></ul></li><li>• Add Contract Information - with a Bid Notice<ul style="list-style-type: none"><li>➤ Any bid processed prior to 07/08/05 (FY06 funds)</li></ul></li><li>• Update Contract Information<ul style="list-style-type: none"><li>➤ Renewals, extensions or changes to the contract</li></ul></li><li>• Public Agency Contract Menu<ul style="list-style-type: none"><li>➤ To view all Agency Contracts</li></ul></li></ul>

The ACI provides a comprehensive listing of all agency contracts. State agencies can use this feature when they want to locate information on commodities and services already contracted by other agencies. This will assist buyers wanting to piggyback off existing contracts and those searching for examples of specifications, requirements, or current commodity and service costs.

Every agency will be required to enter all fiscal Year 2006 Agency Contracts into the ACI, if they have not already been entered into the GPR Bid Posting System. This includes contracts issued both prior to and after July 1, 2005. This manual provides step-by-step instructions on entering or editing Agency Contracts.



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# Section 1: Posting Agency Contracts

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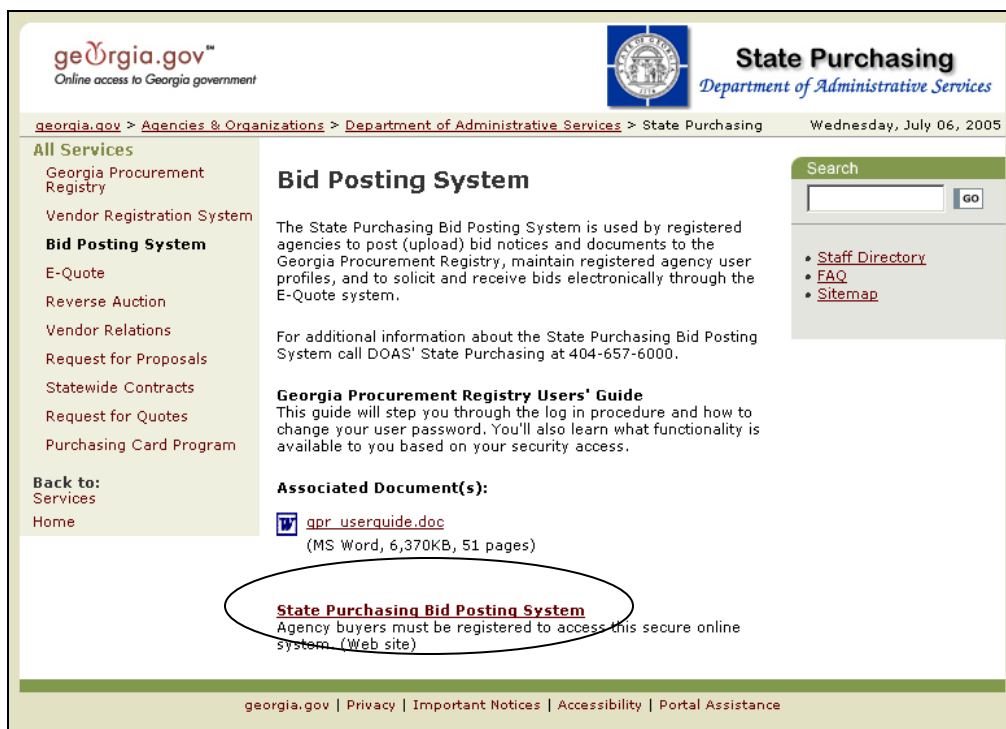
## Posting the Bid on the GPR

The Bid Posting System (also known as the Buyer Side of the GPR) is located on the DOAS State Purchasing website at <http://statepurchasing.doas.georgia.gov> under the Services, State Government section.

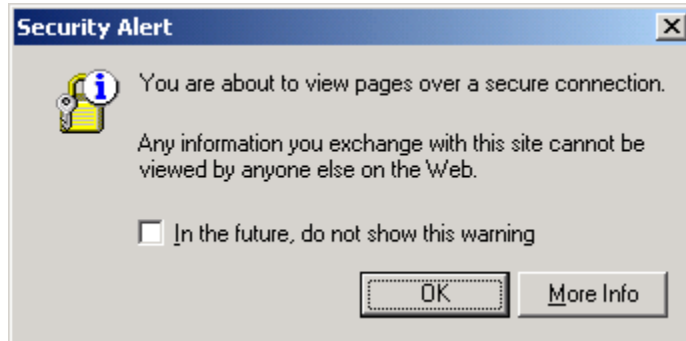


Click: [Bid Posting System](#)

The following screen will appear:

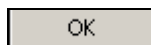


Click: **State Purchasing Bid Posting System**



If the Security Alert box displays:

**Click:**



The following screen will appear:

The login screen for the Georgia Procurement Registry System. The header has a yellow background with the text "Georgia Procurement Registry" in large, bold, black letters. Below the header is a green navigation bar with the links "BROWSE FOR BIDS" and "CONTACT US". The main content area is white and contains the following elements: the title "Georgia Procurement Registry System" in blue; a prompt "Please enter your 6 to 8 digit alpha or numeric password to login."; a "Forget password?" button; a note "Please note that your UserID and Password are case sensitive."; a "User ID:" label followed by a text input field containing "gporster@doas.ga.gov"; a "Password:" label followed by a masked password input field; a "Save password:" label followed by an unchecked checkbox and the text "(30 days per check)"; and a "Login" button at the bottom.

Type the following information:

**User ID:**      **E-mail address**

**Password:**    **password**


**Click:**



or press Enter

The following screen will appear:



Click: MAIN MENU at top of screen or press the  button at the bottom of screen.

The following screen will appear:



Click: Bid Processing

The following screen will appear:



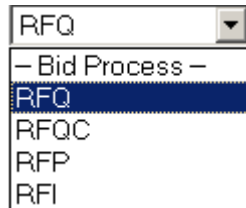
Click: **Post a Bid**

The following screen will appear:

The screenshot shows the 'Post A Bid' form on the Georgia Procurement Registry website. The header features the site name in large, bold letters. Below the header is a navigation bar with links: 'BID MENU', 'BROWSE FOR BIDS', and 'CONTACT US'. The main content area is titled 'Post A Bid' and contains a 'Help' button. Below the title is a note: '\*\* denotes mandatory data.' The form fields are as follows: 'Bid Process' (dropdown menu with '- Bid Process -'), 'Purchasing Type' (dropdown menu with '- Purchase Type -'), 'Category Type' (dropdown menu with '- Category Type -'), 'Bid Number' (text input field), 'Agency Code/Name' (text input field with '46100\*\*\*JUVENILE JUSTICE,DEPARTMENT OF'), 'Fiscal Year' (dropdown menu with 'None Selected'), 'Bid Title' (text input field), and 'Contact Name' (text input field). All mandatory fields are marked with '\*\*'.

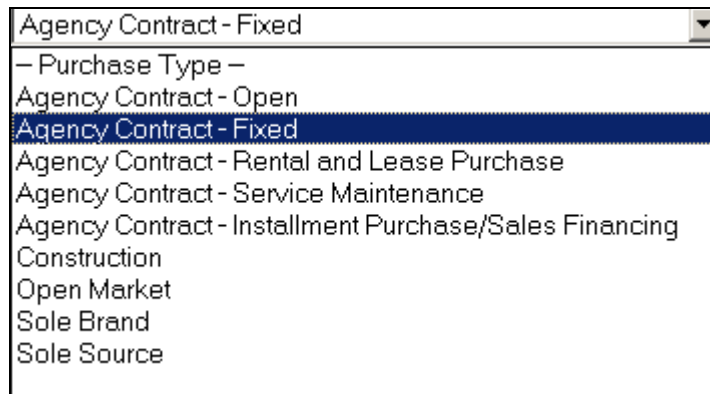
To post the bid, follow these step:

- Select the appropriate **Bid Process** using the drop-down box:



A screenshot of a web form's drop-down menu for 'Bid Process'. The menu is open, showing a list of options. The first option is 'RFQ', which is currently selected and highlighted in blue. Below it is a separator line with the text '- Bid Process -'. Following the separator are the options 'RFQ', 'RFQC', 'RFP', and 'RFI'.

- Select the appropriate Agency Contract **Purchase Type** using the drop-down box:



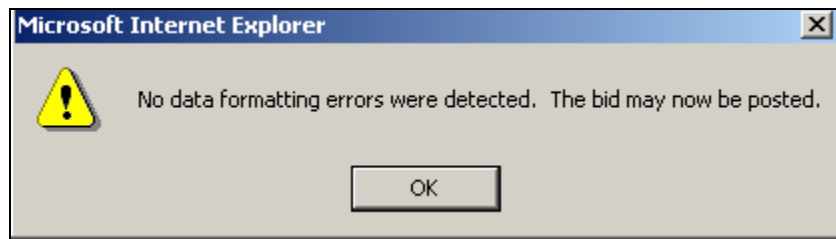
A screenshot of a web form's drop-down menu for 'Agency Contract Purchase Type'. The menu is open, showing a list of options. The first option is 'Agency Contract - Fixed', which is currently selected and highlighted in blue. Below it is a separator line with the text '- Purchase Type -'. Following the separator are the options 'Agency Contract - Open', 'Agency Contract - Fixed', 'Agency Contract - Rental and Lease Purchase', 'Agency Contract - Service Maintenance', 'Agency Contract - Installment Purchase/Sales Financing', 'Construction', 'Open Market', 'Sole Brand', and 'Sole Source'.

Complete all mandatory data fields and select the validated Dollar Range. At the bottom of the form, select the appropriate NIGP code by number or Key Word.

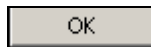
**Click:**

Check This Form

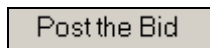
The following display box will appear:



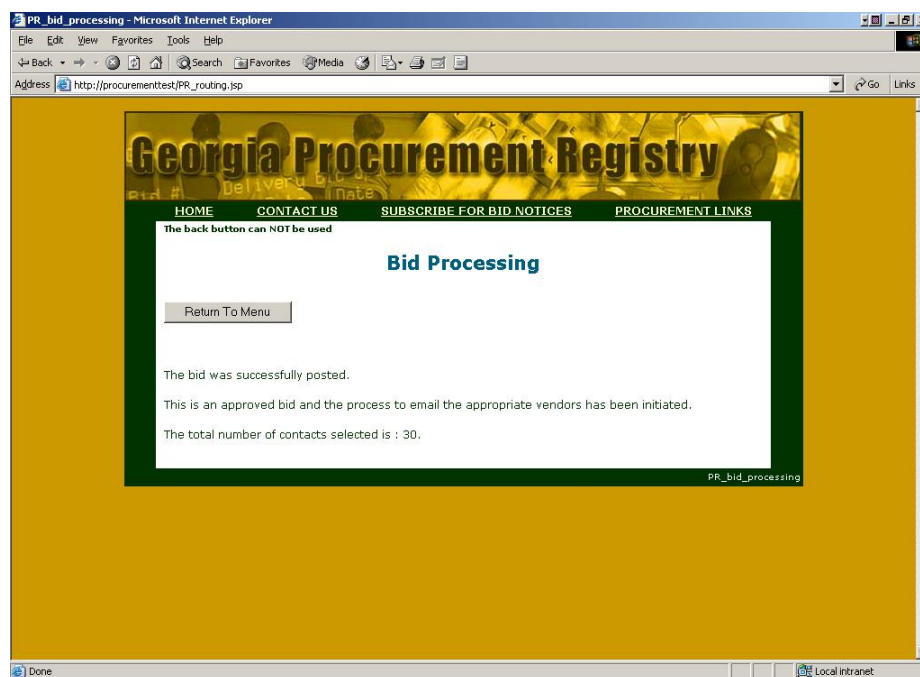
Click:



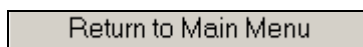
Click:



The following screen will appear:



Click:



to return to Bid Processing

The bid status is now under evaluation.

## Adding Documents to the Posted Bid



Click: **Bid Processing**



Click: **Add a Document to a Bid**



The following screen will appear:



The screenshot shows the Georgia Procurement Registry website. The header features the title "Georgia Procurement Registry" in a large, bold, serif font. Below the title is a navigation bar with three links: "CONTACT US", "SUBSCRIBE FOR BID NOTICES", and "PROCUREMENT LINKS". The main content area is a white box with a green border. It contains the text "Select the desired Fiscal Year" followed by a list of radio buttons. The first option, "None Selected", is selected. The list includes "Fiscal year 01" through "Fiscal year 14". At the bottom of the list are two buttons: "PROCESS" and "RETURN TO MENU". The text "PR\_bid\_display\_criteria" is visible in the bottom right corner of the white box.

Georgia Procurement Registry

CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

Select the desired Fiscal Year

☒ None Selected

☐ Fiscal year 01

☐ Fiscal year 02

☐ Fiscal year 03

☐ Fiscal year 04

☐ Fiscal year 05

☐ Fiscal year 06

☐ Fiscal year 07

☐ Fiscal year 08

☐ Fiscal year 09

☐ Fiscal year 10

☐ Fiscal year 11

☐ Fiscal year 12

☐ Fiscal year 13

☐ Fiscal year 14

PROCESS

RETURN TO MENU

PR\_bid\_display\_criteria

Click: **Desired Fiscal Year**

Click: **PROCESS**

The following screen will appear:



Click on the bid number for which documents are to be added.

Select the Bid Document to be posted from your computer using the **Browse...** button and then enter the name you want on the Registry for this document (see example below).

The screenshot shows the 'Georgia Procurement Registry' header with a yellow background. Below the header is a 'Help' button. The main title is 'Add A Document'. The form contains the following fields and buttons:

- Bid Number:** 4610612345
- Agency Code:** 46100
- Fiscal Year:** 06
- Start Here:** A blue button.
- Bid Document to be posted from your computer:** A text label.
- Enter the name you want on the Registry for this document:** A text label.
- File Path:** P:\054610046100-030-01
- Browse...:** A button next to the file path.
- RFQ and Specifications:** A text input field.
- PROCESS:** A button.
- RETURN TO MENU:** A button.

**Click:**

**PROCESS**

**Note:** Once Processed, if additional documents are needed for this bid, select **“Add another Document for this Bid”**.

Once the bid has been posted to the GPR, an e-mail is sent to all vendors registered with the NIGP Code(s) selected for this bid. See sample e-mail below:

A State of Georgia Agency (JUVENILE JUSTICE,DEPARTMENT OF) has a bid to which your company may want to respond. The bid is entitled -Security Beds.

Click on the link below for more details:

<http://procurementtest/PR bid notice.jsp?bid op=06461004610612345>

If your company does not provide this commodity or service, and you do not want to receive further notices about this commodity or service, please revise your NIGP Product Item Code selections on our website at:

<http://venderreg.doas.state.ga.us/VendorDB/mainframe.jsp>

Follow the link to the 'Vendor Registration System'; 'Login' to your vendor profile and follow the instruction to update the information.

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## Making the award decision

Once the bid is ready to be awarded, login to the GPR.



Find the appropriate bid number to be awarded and click "**Please Award**" under the **Process Needed** column.

The following screen appears:

**Georgia Procurement Registry**

HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS

CLOSE WINDOW

**Bid Award Processing**

Fiscal Year: 06  
Agency Code: 46100  
Bid Number: 4610612345

Award (RFI Completion) information must be entered into the system. You may use one of two methods to post this information. They are listed below. When this information is processed the bid status will change from "Under Evaluation" to "Awarded" or "Completed" for RFI's.

-----USE THIS-----

Award (Completion) Document from your desktop computer.

-----OR THIS-----

Enter the Award (Completion) information in the text box below

PR\_bid\_award\_form

To attach an electronic notification of award

**Click:** "Browse" under -----USE THIS----- and locate your file.

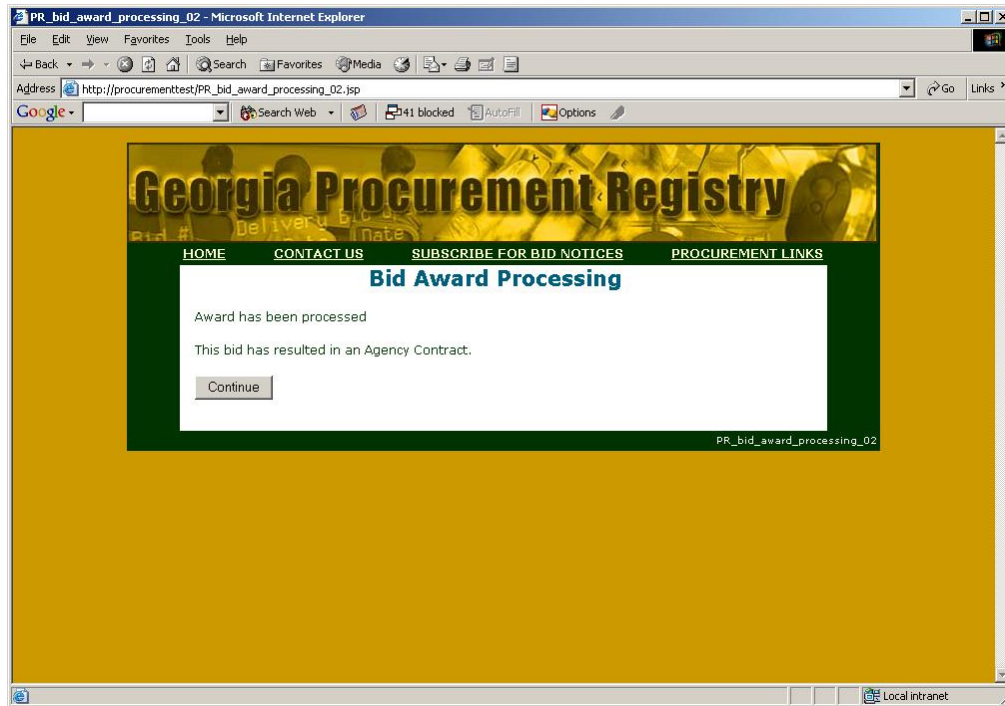
**Click**

**OR**

If an electronic notification of award is not available, enter the award information in the text box shown below-----OR THIS-----.

**Click**

The following screen will appear:



Click:



The following screen will appear: **(Detailed instructions on the following page.)**

The screenshot displays the 'AGENCY CONTRACT UPDATE' form within the Georgia Procurement Registry. The form is set against a yellow and green background. At the top, the header reads 'Georgia Procurement Registry' with navigation links for 'BID MENU', 'BROWSE FOR BIDS', and 'CONTACT US'. The main title 'AGENCY CONTRACT UPDATE' is centered, with 'Update Contract Information' and 'Reset' buttons below it. The form includes several sections: a radio button selection for 'Change NIGP assignment' (set to 'No change to NIGP assignment'), a 'NIGP Code Description' field with value '47562', and a table for contract details including 'Contract Bid Process' (RFQ), 'Contract Purchase Type' (Agency Contract - Fixed Services), 'Contract Category Type' (CORRECTIONS, DEPARTMENT OF), 'Contract Agency' (Mask, Medical), 'Contract Number' (46700-001-000030059), 'Contract Effective Date' (07-01-2005), 'Contract Expire Date' (06-30-2006), and 'Contract Value' (20000.00). Below this is a 'Buyer assigned to the Contract' section with radio buttons for 'None assigned' and a list of names (Foy, Landers, Morgan, Ruff, Shepherd) with corresponding last names (Saadia, Wes, Lisa, Jamie, Ute). The 'Contract Summary Description' section contains a text area with 'Medical face mask with elastic on each side.' followed by a 'Keywords for Search' section with 'Medical face mask' and a 'Contract Comments (optional)' section with 'N/A'. 'Update Contract Information' and 'Reset' buttons are at the bottom. A small footer text 'PP\_AGENCY\_contract\_update\_from\_bid' is visible at the bottom right.

**Georgia Procurement Registry**  
BID MENU BROWSE FOR BIDS CONTACT US

**AGENCY CONTRACT UPDATE**  
Update Contract Information Reset

☐ Change NIGP assignment ☒ No change to NIGP assignment

NIGP Code Description  
47562

Contract Bid Process	RFQ
Contract Purchase Type	Agency Contract - Fixed Services
Contract Category Type	CORRECTIONS, DEPARTMENT OF
Contract Agency	Mask, Medical
Contract Number	46700-001-000030059
Contract Effective Date (mmddyyyy)	07-01-2005
Contract Expire Date (mmddyyyy)	06-30-2006
Contract Value (To the nearest dollar)	20000.00

Buyer assigned to the Contract

☐ None assigned

☐ Foy Saadia

☐ Landers Wes

☐ Morgan Lisa

☒ Ruff Jamie

☐ Shepherd Ute

Contract Summary Description

Medical face mask with elastic on each side.

Keywords for Search

Medical face mask

Contract Comments (optional)

N/A

Update Contract Information Reset

PP\_AGENCY\_contract\_update\_from\_bid



### **Detailed instructions for Agency Contract Update Screen**

NIGP Assignment      System defaults to “**No Change to NIGP assignment**”

☐ Change NIGP assignment   ☒ No Change to NIGP assignment

To change or add additional NIGP codes

**Click:**

☒ Change NIGP assignment   ☐ No Change to NIGP assignment

And select the appropriate 5 digit NIGP code or codes.

**Contract Title:**                      Defaults from the bid posting information. Title can be changed if necessary.

**Contract Number:**                Defaults from Bid Number.

**Contract Effective Date:**      Enter the effective date for this contract.

**Contract Expiration Date:**    Enter the expiration date for this contract.

**Contract Value**                      Enter to the nearest dollar value the amount of the contract. (Numeric Only)

**Contract Buyer:**                   Defaults from Contact Person listed on the Bid Information  
To change buyer, select from drop down list.

**Contract Summary  
Description:**                      Enter a detailed description for this contract. (Required)

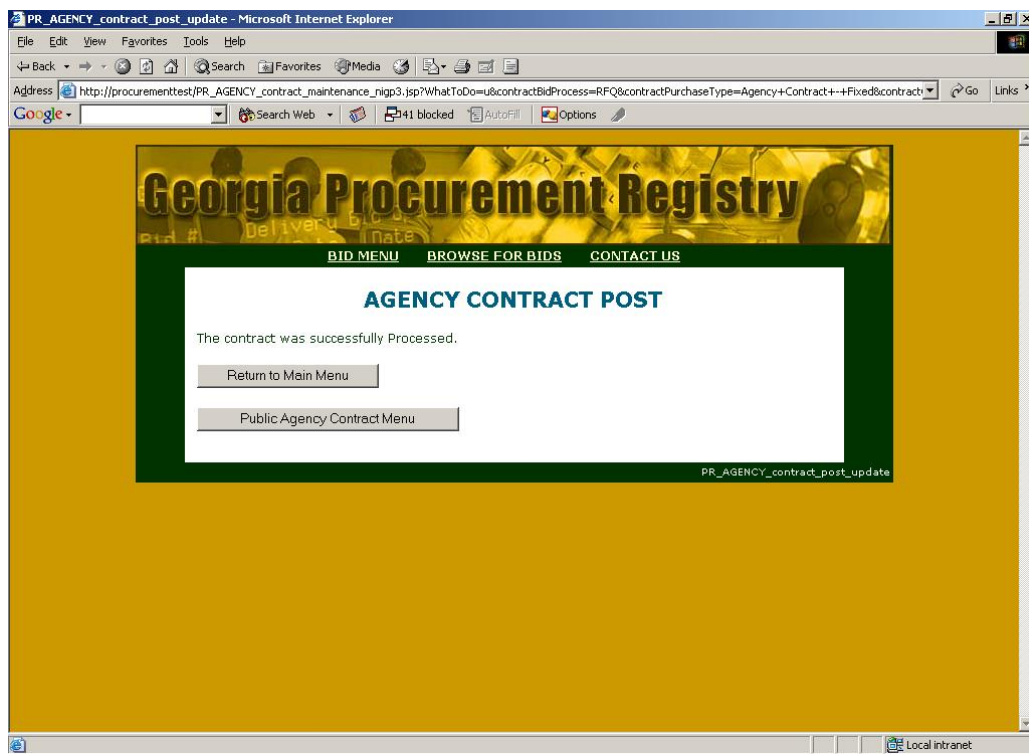
**Keywords for Search:**            Enter the word or words that enable users to search for this contract. (Required)

**Contract Comments:**            Add any additional information or comments about the contract. (Optional)

**Click:**

Update Contract Information

The following screen will appear:



To view all agency contracts, click the **Public Agency Contract Menu** button.

The automated process for entering agency contracts into the Georgia Procurement Registry (GPR) is now complete.

## Section 2: Maintaining Agency Contracts in the GPR

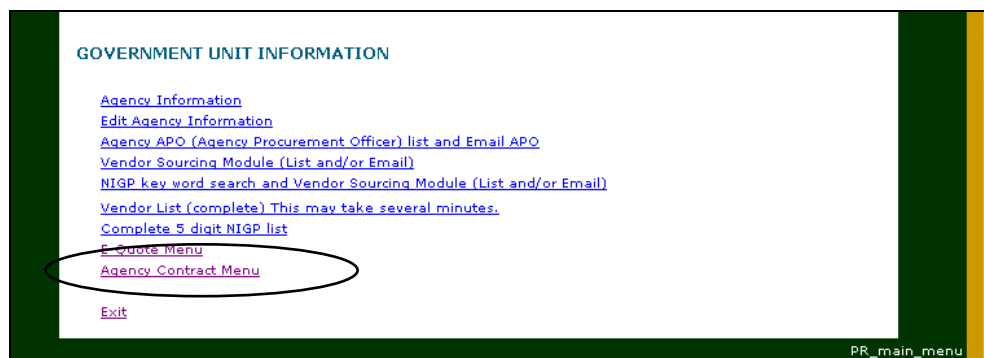
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### Add Contract – Without a Bid Notice

Login to the GPR system and access “The Georgia Bid Posting System.”



Scroll to the bottom of the screen



Click: Agency Contract Menu:

The following screen appears:



**Click:**      Add Contract – without a Bid Notice

The following screen will appear: **(Detailed instructions on the following page.)**

The screenshot shows the 'Georgia Procurement Registry' website. The header features the title 'Georgia Procurement Registry' in a large, bold, yellow font against a background of gold coins. Below the title are three navigation links: 'BID MENU', 'BROWSE FOR BIDS', and 'CONTACT US'. The main content area is titled 'AGENCY CONTRACT(S)' in blue. Below this is the sub-header 'Add an Agency Contract'. There are two buttons: 'Next Step' and 'Reset'. The form fields are as follows:

- Contract Agency:** A dropdown menu with the selected value '40200-AGRICULTURE,DEPARTMENT OF'.
- Contract Buyer:** A dropdown menu with the selected value 'HUNNICUTT-ANITA'.
- Contract Title:** A text input field containing 'Janitorial Services'.
- Contract Number:** A text input field containing '40200-001-0000012345'.
- Contract Effective Date (mmddyyyy):** Two date pickers showing '07' for the month and '2005' for the year.
- Contract Expire Date (mmddyyyy):** Two date pickers showing '06' for the month and '2006' for the year.
- Contract Value (To the nearest dollar):** A text input field containing '4500.00'.
- Contract Description:** A large text area containing 'Janitorial Service for Farmers Market'.
- Keywords for Search:** A text area containing 'Cleaning, Janitorial, Custodial, Services'.
- Comments pertaining to the Contract (Optional):** A large empty text area.

At the bottom of the form are two buttons: 'Next Step' and 'Reset'. In the bottom right corner of the page, there is a small text label 'PR\_AGENCY\_contract\_add'.

**Detailed instructions for Adding Agency Contracts**  
**Without a Bid Notice**

<b>Contract Agency:</b>	Select Agency from drop-down box.
<b>Contract Buyer:</b>	Select Buyer from drop-down box.
<b>Contract Title:</b>	Enter Title of Contract
<b>Contract Number:</b>	Enter Contract Number
<b>Contract Effective Date:</b>	Enter the effective date for this contract.
<b>Contract Expiration Date:</b>	Enter the expiration date for this contract.
<b>Contract Value</b>	Enter to the nearest dollar value the amount of the contract.
<b>Contract Description:</b>	Enter a detailed description for this contract. (Required)
<b>Keywords for Search:</b>	Enter the word or words that enable users to search for this contract. (Required)
<b>Contract Comments:</b>	Add any additional information or comments about the contract. (Optional)
<b>Click:</b>	<input type="button" value="Next Step"/>

The following screen will appear:

**Georgia Procurement Registry**

[BID MENU](#) [BROWSE FOR BIDS](#) [CONTACT US](#)

**AGENCY CONTRACTS**

3 Digit NIGP

Five Digit NIGP Selection Reset

NIGP codes are assigned to Statewide Contracts at the 5 digit level.  
Select the 3 digit codes from which you would like to select the 5 digit codes.  
You will make the 5 digit selection from a list on the next page.\*\*

☐ 005 ABRASIVES

☐ 010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES

☐ 015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.

☐ 019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES

Select the appropriate 3 digit NIGP Code.

**Click:**

Five Digit NIGP Selection

The following screen will appear:

**Georgia Procurement Registry**

[BID MENU](#) [BROWSE FOR BIDS](#) [CONTACT US](#)

### AGENCY CONTRACT

#### 5 Digit NIGP Assignment

**\*\* denotes mandatory data.**

NIGP codes are assigned to Statewide Contracts at the 5 digit level. Below is the list of the three(3) digit NIGP codes you selected on the previous page along with all the five(5) NIGP codes within the selected 3 digit codes.

Select as many 5 digit codes as applicable using this process.\*\*

**910-00 BUILDING MAINTENANCE AND REPAIR SERVICES**

☐ 910-01 Acoustical Ceilings and Walls: Cleaning, Installation, Restoration, Maintenance and Repair (Excluding Pool Wall Systems)

Select the appropriate 5 Digit NIGP Code.

☐ 910-27 Garbage/Trash Removal and Disposal

☐ 910-30 Glass Replacement, Maintenance, and Repair

☐ 910-36 Heating, Air Conditioning, and Ventilation Maintenance and Repair Services

☐ 910-37 Incinerator Repair and Maintenance

☐ 910-38 Insulation and Asbestos Installation, Maintenance, Repair and Removal Services (Includes Inspection and Monitoring)

☒ 910-39 Janitorial/Custodial Services

☐ 910-42 Kitchen and Bathroom Fixture Repair (Not Plumbing): Bathtubs, Sinks, Cabinets, Counter Tops, etc.

☐ 910-45 Lathing and Plastering Maintenance and Repair Services

☐ 910-46 Lead Poisoning Control and Reduction

☐ 910-47 Lead Abatement Services

☐ 910-48 Locksmith Services

☐ 910-49 Loading Dock and Associated Accessories Maintenance and Repair

☐ 910-51 Masonry, Concrete, and Stucco Maintenance and Repair (Includes Inside Concrete Sawing Work)

Click:



The following screen will appear:



Click:



“Add Contract Information –without a Bid Notice” is now complete.



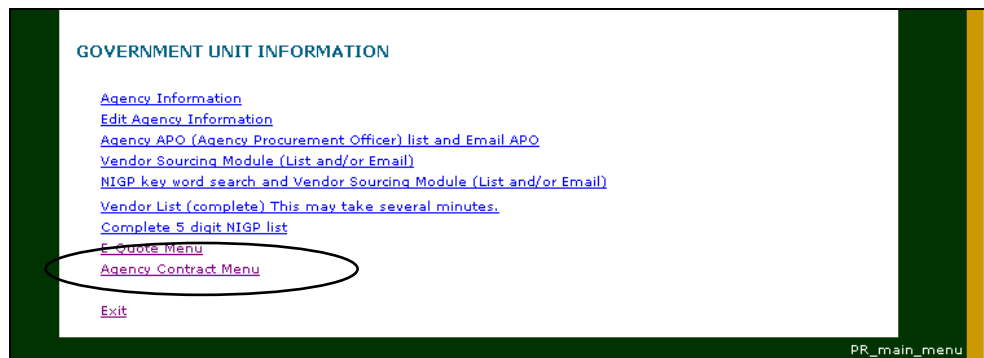
This will return to the Agency Contract Menu.

## Add Contract – With a Bid Notice

Login to the GPR system and access “The Georgia Bid Posting System.”



Scroll to the bottom of the screen



Click: [Agency Contract Menu:](#)

The following screen appears:

Georgia Procurement Registry

[BID MENU](#) [BROWSE FOR BIDS](#) [CONTACT US](#)

AGENCY CONTRACT(S)

MAINTENANCE MENU

[Add Contract Information - without a Bid Notice](#)

[Add Contract Information - with a Bid Notice](#)

[Update Contract Information](#)

[Public Agency Contract Menu](#)

[Return to Main Menu](#)

PR\_AGENCY\_contract\_maintenance\_menu

**Click:** [Add Contract – with a Bid Notice](#)

The following screen will appear:

Georgia Procurement Registry

[BID MENU](#) [BROWSE FOR BIDS](#) [CONTACT US](#)

AGENCY CONTRACT(S)

Bid Search

[Bid Lookup](#) [Reset](#)

Enter at least 3 characters of the desired Bid Number

PR\_AGENCY\_contract\_bid-lookup

Enter at least 3 characters of the desired Bid Number in the blank field.

**Click:** [Bid Lookup](#)

The following screen will appear:

# Georgia Procurement Registry

[BID MENU](#)
[BROWSE FOR BIDS](#)
[CONTACT US](#)

## AGENCY CONTRACT

Add an Agency Contract

Process Selected Bid

Return for a different search

Select the Appropriate Bid from the List Below

Select Agency	Bid Number	Bid Title
<input checked="" type="radio"/> None selected		
<input type="radio"/> JUVENILE JUSTICE,DEPARTMENT OF	46100-030-0000000367	<a href="#">13 inch TV/VCR Combo</a>
<input type="radio"/> JUVENILE JUSTICE,DEPARTMENT OF	46100-030-0000000445	<a href="#">13 inch color TV/VCR combo</a>
<input type="radio"/> JUVENILE JUSTICE,DEPARTMENT OF	46100-030-0000000445	<a href="#">16T CRT FOOD BID (JAN MARCH)</a>

To view the bid document, double click the bid name under the **Bid Title** column.

To attach the bid number to the Agency Contract, click the appropriate radio button.

**Click:**

Process Selected Bid	
----------------------	--

The following screen appears:



# Georgia Procurement Registry

[BID MENU](#)
[BROWSE FOR BIDS](#)
[CONTACT US](#)

## AGENCY CONTRACT

An Agency Contract was established.

Next Step

**Click:**

Next Step

The following screen appears: (Detailed instructions on following page.)

The screenshot shows the 'AGENCY CONTRACT UPDATE' form on the Georgia Procurement Registry website. The form is set against a yellow and green background. At the top, there is a header with the text 'Georgia Procurement Registry' and navigation links: 'BID MENU', 'BROWSE FOR BIDS', and 'CONTACT US'. Below the header, the title 'AGENCY CONTRACT UPDATE' is displayed in blue. A button labeled 'Update Contract Information' and a 'Reset' button are present. The form includes several sections: 'Change NIGP assignment' with radio buttons for 'Change NIGP assignment' and 'No change to NIGP assignment' (selected); 'NIGP Code Description' with the value '90921'; 'Contract Bid Process' with the value 'RFQ'; 'Contract Purchase Type' with the value 'N/A'; 'Contract Category Type' with the value 'Construction, Public Works A&E'; 'Contract Agency' with the value 'AGRICULTURE, DEPARTMENT OF'; 'Contract Title' with the value 'Extension of Two Drying Sheds'; 'Contract Number' with the value '40200-524-0000000456'; 'Contract Effective Date (mmddyyyy)' with the value '07-05-2005'; 'Contract Expire Date (mmddyyyy)' with the value '06-30-2006'; 'Contract Value (To the nearest dollar)' with the value '20000.00'; 'Buyer assigned to the Contract' with radio buttons for 'None assigned', 'CRANE CAROLYN', and 'HUNNICUTT ANITA' (selected); 'Contract Summary Description' with the text 'Drying Sheds located in Albany, Georgia. Addition to main building.'; 'Keywords for Search' with the text 'Drying Shed'; and 'Contract Comments (optional)' with the text 'N/A'.

**Georgia Procurement Registry**

[BID MENU](#) [BROWSE FOR BIDS](#) [CONTACT US](#)

**AGENCY CONTRACT UPDATE**

☐ Change NIGP assignment ☒ No change to NIGP assignment

**NIGP Code Description**  
90921

**Contract Bid Process** RFQ  
**Contract Purchase Type** N/A  
**Contract Category Type** Construction, Public Works A&E  
**Contract Agency** AGRICULTURE, DEPARTMENT OF  
**Contract Title** Extension of Two Drying Sheds  
**Contract Number** 40200-524-0000000456  
**Contract Effective Date (mmddyyyy)** 07-05-2005  
**Contract Expire Date (mmddyyyy)** 06-30-2006  
**Contract Value (To the nearest dollar)** 20000.00

**Buyer assigned to the Contract**

☐ None assigned  
☐ CRANE CAROLYN  
☒ HUNNICUTT ANITA

**Contract Summary Description**

Drying Sheds located in Albany, Georgia.  
Addition to main building.

**Keywords for Search**

Drying Shed

**Contract Comments (optional)**

N/A

## **Detailed instructions for Adding Agency Contracts With a Bid Notice**

NIGP Assignment      System defaults to “**No Change to NIGP assignment**”

☐ Change NIGP assignment   ☒ No Change to NIGP assignment

To change or add additional NIGP codes

**Click:**

☒ Change NIGP assignment   ☐ No Change to NIGP assignment

And select the appropriate 5 digit NIGP code or codes.

**Contract Title:**                      Defaults from the bid posting information. Title can be changed if necessary.

**Contract Number:**                Defaults from Bid Number.

**Contract Effective Date:**      Enter the effective date for this contract.

**Contract Expiration Date:**    Enter the expiration date for this contract.

**Contract Value**                    Enter to the nearest dollar value the amount of the contract. (Numeric Only)

**Contract Buyer:**                Defaults from Contact Person listed on the Bid Information  
To change buyer, select from drop down list.

**Contract Summary  
Description:**                      Enter a detailed description for this contract. (Required)

**Keywords for Search:**          Enter the word or words that enable users to search for this contract. (Required)

**Contract Comments:**          Add any additional information or comments about the contract. (Optional)

**Click:**

Update Contract Information

The following screen will appear:



To view all agency contracts, click the Public Agency Contract Menu button.

The automated process for entering agency contracts with a bid notice into the Georgia Procurement Registry (GPR) is now complete.

**Click:**

Return to Main Menu



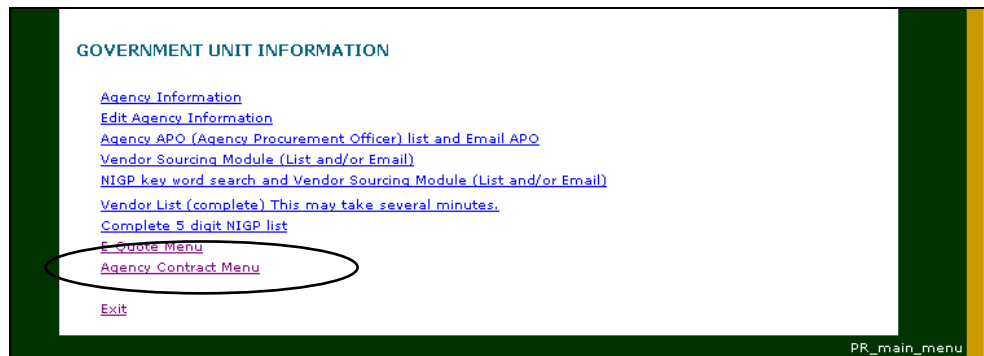
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## Update Contract Information

Login to the GPR system and access “The Georgia Bid Posting System.”



Scroll to the bottom of the screen



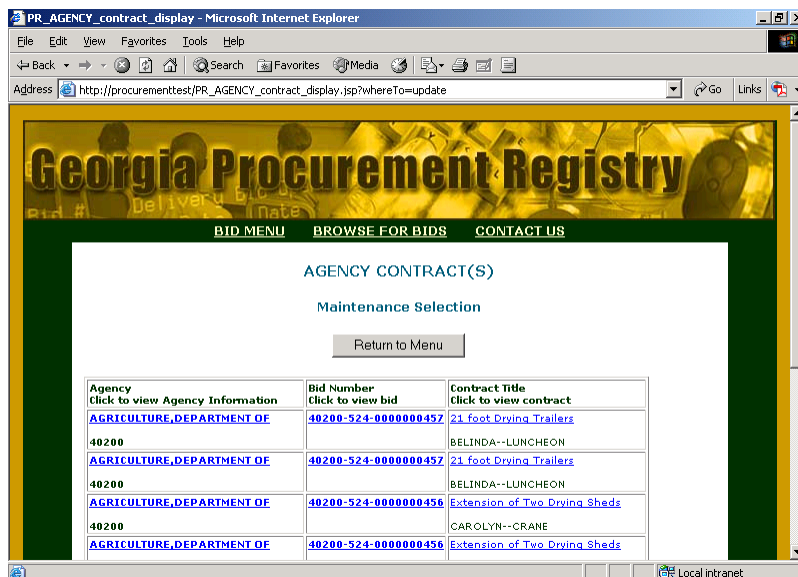
Click: [Agency Contract Menu:](#)



The following screen appears:



Click: Update Contract Information



Click: Bid Description link under Contract Title column.

The following screen appears. (Detailed instructions on the following page.)

The screenshot shows the 'AGENCY CONTRACT UPDATE' form on the Georgia Procurement Registry website. The form is set against a green background with a gold border. At the top, there is a header with the text 'Georgia Procurement Registry' and navigation links: 'BID MENU', 'BROWSE FOR BIDS', and 'CONTACT US'. Below the header, the title 'AGENCY CONTRACT UPDATE' is centered. The form contains several sections for updating contract information. At the top of the form area, there are two buttons: 'Update Contract Information' and 'Reset'. Below these, there are two radio buttons: 'Change NIGP assignment' (unselected) and 'No Change to NIGP assignment' (selected). The 'NIGP Code Description' is listed as '07063'. The 'Contract Bid Link' is '40200-524-0000000457'. The 'Contract Bid Process' is 'RFQ'. The 'Contract Purchase Type' is 'N/A'. The 'Contract Category Type' is 'Commodities'. The 'Contract Title' is '21 foot Drying Trailers'. The 'Contract Number' is '40200-524-0000000457'. The 'Contract Agency' is '40200-AGRICULTURE,DEPARTMENT OF'. The 'Contract Buyer' is 'HUNNICUTT-ANITA'. The 'Contract Effective Date (mmddyyyy)' is '07-01-2005'. The 'Contract Expire Date (mmddyyyy)' is '06-30-2006'. The 'Contract Value (To the nearest dollar)' is '20000.00'. The 'Contract Summary Description' is 'Trailers 21 foot in length, black in color'. The 'Keywords for Search' is 'trailer'. The 'Contract Comments (optional)' is 'N/A'. At the bottom of the form area, there are two buttons: 'Process Contract Information' and 'Reset'. The text 'PR\_AGENCY\_contract\_update' is visible in the bottom right corner of the form area.

**Georgia Procurement Registry**

[BID MENU](#) [BROWSE FOR BIDS](#) [CONTACT US](#)

**AGENCY CONTRACT UPDATE**

☐ Change NIGP assignment ☒ No Change to NIGP assignment

**NIGP Code Description**  
07063

**Contract Bid Link** 40200-524-0000000457  
**Contract Bid Process** RFQ  
**Contract Purchase Type** N/A  
**Contract Category Type** Commodities  
**Contract Title** 21 foot Drying Trailers  
**Contract Number** 40200-524-0000000457  
**Contract Agency** 40200-AGRICULTURE,DEPARTMENT OF  
**Contract Buyer** HUNNICUTT-ANITA  
**Contract Effective Date (mmddyyyy)** 07-01-2005  
**Contract Expire Date (mmddyyyy)** 06-30-2006  
**Contract Value (To the nearest dollar)** 20000.00

**Contract Summary Description**  
Trailers 21 foot in length, black in color

**Keywords for Search**  
trailer

**Contract Comments (optional)**  
N/A

PR\_AGENCY\_contract\_update

### **Detailed instructions for Updating Contract Information**

NIGP Assignment      System defaults to “**No Change to NIGP assignment**”

☐ Change NIGP assignment   ☒ No Change to NIGP assignment

To change or add additional NIGP codes

**Click:**

☒ Change NIGP assignment   ☐ No Change to NIGP assignment

And select the appropriate 5 digit NIGP code or codes.

**Contract Title:**                      Defaults from the bid posting information. Title can be changed if necessary.

**Contract Number:**                Defaults from Bid Number.

**Contract Agency:**                Defaults Agency Name

**Contract Buyer:**                Defaults from Bid Posting  
To change buyer, select from drop-down list.

**Contract Effective Date:**      Enter the effective date for this contract.

**Contract Expiration Date:**    Enter the expiration date for this contract.

**Contract Value**                    Enter to the nearest dollar value the amount of the contract.  
(Numeric Only)

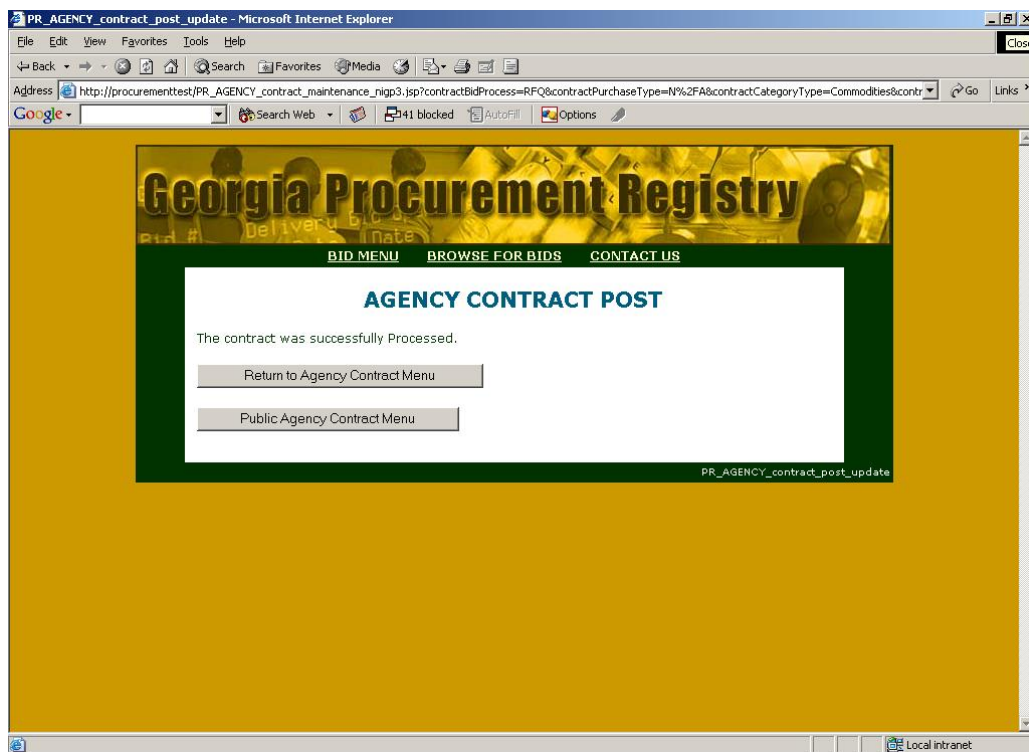
**Contract Summary  
Description:**                      Enter a detailed description for this contract. (Required)

**Keywords for Search:**          Enter the word or words that enable users to search for this contract. (Required)

**Contract Comments:**          Add any additional information or comments about the contract. (Optional)

**Click:**                                

The following screen will appear:



The automated process to **Update Contract Information** is now complete.

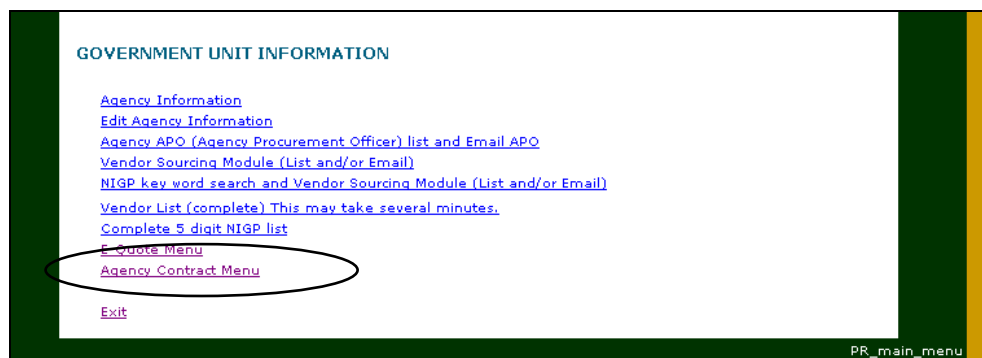
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## Public Agency Contract Menu

Login to the GPR system and access “The Georgia Bid Posting System.”



Scroll to the bottom of the screen



Click: Agency Contract Menu

The following screen appears:



**Click:**      Public Agency Contract Menu

Five (5) different methods are available to search for Agency Contracts.



**Department of Administrative Services**  
**State Purchasing Office**  
200 Piedmont Avenue, SE, Suite 1308 West Tower  
Atlanta, Georgia 30334-9010  
Phone: 404-657-6000  
Fax: 404-657-8444

*Trust • Excellence • Service*

### AGENCY CONTRACTS

If you have questions pertaining to a specific contract, please contact the State Purchasing Buyer identified in the contract information, or contact the State Purchasing office at 404-657-6000.

### MENU

Choose one of the methods below to access Agency Contracts

List Agency Contract(s)  
( ☒ Active ☐ Inactive ☐ All) Sort By: ☒ Alpha by Title ☐ Expire Date ☐ Effective Date ☐ Contract Number

List of 5 Digit NIGP codes assigned to Agency Contract(s)

Search for Agency Contract(s) by keyword

Search for Agency Contract(s) by Major NIGP Category

Search for Agency Contract(s) by Agency

Georgia State Purchasing Web Site

PR\_AGENCY\_contract\_menu

This menu is also accessible on the DOAS website for viewing purposes only.